



Policy: 1180
Procedure: 1180.03
Chapter: Communications
Rule: Employee Tuition Assistance

Effective: 02/22/06
Replaces: 1180.03
Dated: 10/22/03

Purpose:

Subject to availability of funds, the Arizona Department of Juvenile Corrections (ADJC) shall offer employees educational assistance through reimbursement of tuition and textbook payments for professional level course work or enrollment in continuing education classes required for certification or licensure.

Rules:

1. **FULL-TIME PERMANENT STATUS COVERED OR UNCOVERED ADJC EMPLOYEES** shall be eligible to apply for educational assistance.
 - a. **ADJC TEACHERS** are ineligible to receive educational assistance due to the educational incentives contained within their current salary schedule.
2. **EMPLOYEES** shall take a course from an accredited education institution or be approved for continuing education by the Staff Development and Training Administrator.
3. **ADJC** shall reimburse the employee's tuition for approved course work which shall meet one or more of the following criteria:
 - a. Directly related to an employee's job assignment;
 - b. Directly related and beneficial to the goals of ADJC;
 - c. Required as part of the employee's work-related Professional Development Plan, or certification/licensure program.
4. **ADJC** shall not reimburse employees for the following, with noted exceptions:
 - a. Fees for initial or continuing certification(s) or licensure, except that end of fiscal year money, if available, may be used to reimburse all or part of dues, fees, certification, or licensure;
 - b. Course work fees which did not have prior approval by Staff Development and Training Administrator;
 - c. Late fees, deposits, supplies, and travel;
 - d. Course work funded by scholarship or grant financial aid funds other than payback student loans;
 - e. Educational assistance provided by another entity or financial aid non-payback monies;
 - f. Educational entity fees; e.g., processing, recreational, financial aid fees, special fees, etc.; and
 - g. Fees to attend a seminar, workshop, or an association fee.
5. When applying for educational assistance, the **EMPLOYEE** shall assemble the following application packet:
 - a. A completed separate tuition assistance application for each course requested (Form 1180.03A);
 - b. A copy of the degree program of study, course/continuing education description, and the fee schedule from the catalog for each course application;
 - c. A copy of the paid tuition voucher/invoice with verification paid seal from the school, and the name of the student;
 - d. An approved application packet(s) signed by the employee's first line supervisor;

- i. Upon approval by the Staff Development and Training Administrator, the **STAFF DEVELOPMENT AND TRAINING ADMINISTRATOR** shall return a signed copy of the application to the employee;
 - ii. If financial aid is received, the **EMPLOYEE** shall submit a Financial Aid Award letter from the school verifying the type of assistance (e.g. scholarship, grant, or loan).
6. **EMPLOYEES** shall submit all application packets for educational assistance to Staff Development and Training no later than 15 working days prior to beginning a class.
7. **STAFF DEVELOPMENT AND TRAINING DIVISION** shall not process requests for educational assistance received after the deadline.
8. Subject to availability of funds, the **STAFF DEVELOPMENT AND TRAINING ADMINISTRATOR** shall use the following guidelines in allocating tuition assistance:
 - a. The amount of tuition reimbursement allocated to an employee in any given fiscal year shall not exceed \$2000. Exceptions may be considered on a case-by-case basis per fiscal year;
 - b. Eligible and appropriate course work or continuing education shall be reimbursed at 100%, funds permitting;
 - c. When funds are limited, partial funding may be authorized. The amount and reasons for reduced funding shall be explained in writing to the employee before the employee begins the class;
 - d. Reimbursement shall not be made to an employee in excess of the employee's actual tuition and textbook out-of-pocket expenses.
9. The employee is eligible to receive educational assistance funds by fulfilling the following conditions. The **EMPLOYEE** shall:
 - a. Complete the pre-approved course(s);
 - b. Receive a grade of C or higher, or passed a pass/fail course, or a course approved for continuing education credit; and
 - c. Submit copies of tuition receipt(s) with official school verification, itemized textbook receipt(s) with bookstore verification, and report card(s) to the Staff Development and Training Administrator.
10. The **STAFF DEVELOPMENT AND TRAINING DIVISION** shall not reimburse any employee for educational expenses prior to course completion;
 - a. **STAFF DEVELOPMENT AND TRAINING DIVISION** shall not reimburse any employee who terminates ADJC employment (voluntarily or involuntarily) prior to course completion;
11. An **EMPLOYEE APPROVED FOR TUITION REIMBURSEMENT** shall notify Staff Development and Training as soon as possible if s/he drops a class authorized for reimbursement or for some other reason decides not to pursue reimbursement of a class authorized for reimbursement. This will enable the monies to be reassigned to other employees seeking tuition reimbursement.
12. If the employee leaves ADJC employment within six (6) months after completion of the funded course(s), the **EMPLOYEE** shall repay ADJC for educational assistance received.
13. Educational Leave:
 - a. Both the **DIRECTOR OF ADJC AND THE DIRECTOR OF THE DEPARTMENT OF ADMINISTRATION HUMAN RESOURCES DIVISION** shall approve all leave with pay for educational purposes at a college, university, or technical school which is governed by Arizona Personnel Rules R2-5-408;

- b. The **SUPERVISOR** may grant a work schedule involving flex hours with prior written approval;
- C. The **SUPERVISOR AND SUPERINTENDENT/ADMINISTRATOR** may grant preliminary prior written approval for leave without pay for educational purposes. The **ADJC DIVISION DIRECTOR, SUPERINTENDENT OF EDUCATION, ASSISTANT DIRECTOR, OR DIRECTOR, AS APPLICABLE** shall grant final approval.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
02/27/06	Debra Peterson		